



SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY

Web Address: <https://prod.nhipps.dhhs.nv.gov/nhipps/frontpage.asp>

## Most Recent Developments

After a brief interruption for a contract extension, the Axiom electronic training media project is on the move. The project will make available NHIPPS training CDs for treatment providers. Programming of the treatment modules will commence shortly. Due to a large volume of clinical treatment related content, we chose to drop the security administrator portion of the training. SAPTA will continue to support security administrator training for all funded providers, but provider agencies have primary responsibility to train their staff for this key role after the initial training. We still intend to develop a fiscal course as time and content space permits. As programming progresses, to help deliver

the most effective courses possible, we are seeking treatment provider staff to help with testing. Anyone with good knowledge of NHIPPS who would like to participate in testing the training modules should contact [Margaret Dillon](#) at 775-684-4190.

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We are in the final stages of securing funding for the reports

database project and the preliminary plan has been outlined. We are putting together a reports committee and need providers (Treatment and Prevention) to assist SAPTA with the creation of some standard business and clinical management reports. If you are interested in participating on this committee, please contact [Margaret Dillon](#) at 775-684-4190.

## CSAP Technical Assistance

On November 18th and 19th SAPTA was the recipient of Center for Substance Abuse Prevention funded TA for the purpose of evaluating the current status of our prevention data efforts. SAPTA requested the TA at the time of our most recent CSAP review. The two day session was attended by SAPTA data, prevention, and IT staff, as well as representatives from the Nevada prevention coalitions. There was an energetic discussion concerning the best course of action for enhancing prevention reporting. There are several options for coalition and clearinghouse data, including data transfer capability

(continues on page 2)

### INSIDE THIS ISSUE

Help Desk Corner	2
Document Attachment	2
Security Reminders	2
Transitional Housing	2

### PREVENTION DATA

Since the start of SFY 2009, there has been noticeable improvement in the quantity and quality of prevention data entry into the session activity records. This has been accomplished through ongoing training requested by coalitions for their sub-recipients. Coalitions have also received training on monitoring data, facilitating their ability to address any concerns with their sub-recipients. We appreciate your diligence and efforts to improve data. The training is available on an ongoing basis and can be tailored to your particular needs. Please contact SAPTA for more information.

## Help Desk

### Problem Attaching a Document? Read On...

Since the summer edition of the newsletter, the most frequent help desk call we've received concerns attaching the Excel backup report to the Request for Reimbursement (RFR) in NHIPPS. The most common issue is that of a lengthy file name. This has nothing to do with the file size, just the name of the file. If you're working with a backup report with a longer name, shorten the file name prior to attempting the attachment procedure. You can do so by right clicking on the file name and typing in a shorter name. It is best that the file name be limited to eight characters. Another issue with the at-

tachment procedure is the file type. The file should be saved with an



'xls' extension. An Excel file with an 'xlsx' extension will not attach, but instead will generate an error message. To correct this problem, when in your Excel file, click on *File*, then, *Save As*, then in the 'Save as Type' field, select 'Excel 97-2003 Workbook' from the drop down menu and save. This step will save the file with the appropriate extension so it can be attached to your RFR.

Questions or Comments? Please email us at [llewis@sapta.nv.gov](mailto:llewis@sapta.nv.gov), or call 775-684-4190.

### Security Reminders

Please do not share User ID's and Passwords. If you are having difficulty accessing the system, contact your security administrator so your password can be reset. If you cannot reach your security administrator contact SAPTA and we will help you.

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Make sure all staff know they are NOT to invoke the Windows

AutoComplete password saving utilities on their computers. Using this feature is not only a security risk, but can create extra steps in the login procedure when a user creates a new password in NHIPPS. To turn off the AutoComplete feature, open Windows Internet Explorer, open *Tools*, then, *Internet Options*, then *Content*. In *AutoComplete*, click *Settings*, then, uncheck 'User Names and Passwords on Forms', and click OK. Open

the *General* tab, & in *Browsing History*, click on *Delete*, then *Delete Passwords*, then *Close*, then exit via OK.

### Transitional Housing Note

Please remember that Transitional Housing is counted from within the admission record from the field **ADMISSION TYPE**. Simply set the **ADMISSION TYPE** to Transitional Housing for these outpatient clients. Transitional Housing is paired only with Outpatient service levels. If you attempt to set the **ADMISSION TYPE** to transitional housing for a residential service level, you'll get an error message.

### (from page 1) CSAP TA

to the reports database. SAPTA staff are currently evaluating relevant data systems. An exit conference with CSAP will be held in January, 2009. Look for more news on this topic. As we progress, we will need coalition and prevention providers to help us address data issues, and to provide recommendations for future data collection and usage.

